

DUDLEY-TUCKER LIBRARY BULLETIN POLICY

Purpose:

The primary function of the bulletin board is to provide information to library users about events or services of a civic, cultural, educational, or recreational nature. The library will cooperate with municipal and non-profit organizations by posting their materials if the following criteria are met:

1. Postings to be displayed must be submitted for approval to the library and will be reviewed by a designated staff member. Only designated staff can post or remove materials. Unapproved postings will be removed.
2. All items must be dated and may be displayed for a maximum of 4 weeks.
3. Posting must include a name and contact number for further information or clarification, if necessary.
4. Priority in posting will be given to the library and local community and municipal announcements.
5. No organization or individual shall be permitted to display any material which advocates the election or defeat of any candidate for office, or which advocates an affirmative or negative vote for or against any proposition.
6. Petitions may not be posted in the library.
7. Legal notices may not be posted.
8. Explicitly excluded are commercial notices of any kind including, but not limited to, notices of merchandise for sale, rental announcements, and notices of sales and other related events sponsored by for-profit establishments.
9. Due to limited display space, the library reserves the right to restrict the size, number, and location of display material.
10. Once postings are removed, they are discarded.

11. The Dudley-Tucker Library does not assume any responsibility for materials damaged or stolen.
12. Acceptance of material for posting does not imply the library's endorsement of a group or organization, their policies, or beliefs.

Handouts Policy

Handouts containing information promoting the library and its services will be located at each circulation desk. As space permits, other handouts made available from civic organizations and agencies may be displayed. Bulletin board restrictions also apply to handouts. All handouts must be made available to the public free of charge.

Handouts must be submitted to a designated staff person for approval. If approved, the handouts will be placed in an appropriate place within the library. The handouts will be removed after they become outdated or after 4 weeks; whichever comes first. Any handouts left at the library without following this procedure will be removed.

Adopted by consensus 4/07